


3 1761 11553530 4



CA1
EO
-Z008

GOVT



Digitized by the Internet Archive
in 2022 with funding from
University of Toronto

<https://archive.org/details/31761115535304>

CAI
EQ
- Z008



Government
Publications

URBAN ENUMERATORS' MANUAL

Applicable only
to a
General Election

MARCH 1, 1964

Published by the Chief Electoral Officer

ROGER DUHAMEL, F.R.S.C.
QUEEN'S PRINTER AND CONTROLLER OF STATIONERY
OTTAWA, 1964

Book N-3-64—45M

URBAN ENUMERATORS' MANUAL

Introductory

This booklet of special directions is issued by the Chief Electoral Officer to urban enumerators in connection with the preparation of their preliminary lists. These are not the only directions or instructions that are issued, since each enumerator will be furnished, at the same time, with a copy of the Instructions for Urban Enumerators (Book E). What is intended herein is to supplement such Instructions where supplement is deemed necessary and to give additional warning against errors into which enumerators might more or less easily be led. Each enumerator is specially requested to familiarize himself as much as possible with the entire contents of the said Instructions (Book E) and of this Manual.

Urban enumerators should realize that their duties are of a highly important character, since they are practically entrusted with the franchise of every qualified elector residing in their polling division. There is no denying that

the right to vote of every elector is a sacred privilege and, with regard to urban polling divisions, it is common knowledge that such right hinges principally on properly completed preliminary lists. Enumerators should appreciate the fact that when the name of a qualified elector has been omitted from their preliminary list, such elector will almost invariably be unable to exercise his franchise at the general election.

Enumeration at a general election takes place during the seventh week before polling day. At that time, the candidates have not all been formally chosen by their supporters, and the interest of the public is far from being as intense as it will inevitably develop during the last three weeks of the contest. The enumerators should therefore exert themselves in making their very best efforts to complete every detail relating to their enumeration. Enumerators must always remember that the lists of electors for urban polling divisions, such as those they are called upon to prepare, are termed "closed lists", which means that it will be impossible for a qualified elector to vote at the general election, unless his name is duly entered on the official list for the urban polling division in which such elector ordinarily resides.

In the performance of their duties, the enumerators should constantly keep in mind the predicament of a qualified elector residing in their polling division who discovers, on polling day, that his name has been omitted from the list. For obvious reasons, such an elector is always indignant beyond belief when informed of this fact, but, at that stage, there is absolutely nothing that can be done about it. Enumerators are reminded that they will always be held responsible for the vigorous protests that will not fail to be uttered by electors thus deprived of their franchise. Enumerators should make sure that no such recriminations will occur with regard to the list of electors prepared for their polling division. This can be achieved only by a very faithful performance of all the necessary duties.

One of the purposes of this Manual is to demonstrate to the enumerators that it is extremely important to the candidates or political organizations who have sponsored their appointments, that each preliminary list be as complete and accurate as possible. The duties and responsibilities of urban enumerators are explained in their Instructions (Book E), but, in a sense, they are also responsible to the candidates or political organizations by whom or by which they have been nominated. Urban enumerators should

always bear in mind that the most effective service they can render to such candidates or political organizations is by completing preliminary lists which are faultlessly prepared in every respect.

It is a well known fact that there is nothing so detrimental to a political organization than to have to cope with preliminary lists which have been incorrectly prepared, since it generally means that active members of such organization will be put to the obligation of making a complete re-enumeration of the polling divisions for which these lists were incorrectly prepared. Moreover, the enumerators should keep in mind that omissions from their preliminary list of names of qualified electors will generally result in several hours of work by active members of such organization in endeavouring to have the necessary registration made before the revising officer.

Enumerators should take special care to see that no names of disqualified persons are entered on their preliminary lists. The procedure provided in the Statute for the striking out of names of disqualified persons from the preliminary lists is somewhat complicated, and much time of the active members of every political organization will be spent whenever any preliminary list contains names of disqualified persons.

SPECIAL DIRECTIONS

How Urban Enumerators are Nominated

As provided in the Statute, the two enumerators appointed for each urban polling division are generally nominated by the two candidates of different political interests (or their representatives) who obtained the highest and next highest number of votes at the last federal election in the electoral district. Therefore, after being so nominated, an urban enumerator virtually becomes the representative of such candidate and it can logically be stated that, upon being appointed by the returning officer, such enumerator assumes not only the duties and responsibilities prescribed in his Instructions (Book E), but also a very important assignment from such candidate or his political organization.

Urban Enumerators' Instructions and Supplies

Each enumerator will be furnished with a copy of the Instructions (Book E), together with the necessary number of blank forms, etc. A list of the supplies that each pair of enumerators should receive is given in paragraph 5

of the said Instructions. Enumerators are again requested to study carefully the Instructions (Book E). Their attention is specially drawn to the Diary of Duties printed therein. A close observance of each item of duty in such Diary will no doubt be of great assistance to each pair of enumerators in the proper performance of their duties.

Boundaries of Polling Division

The first step to be taken by each enumerator is to make a careful study of the boundaries of the polling division for which he has been appointed. This is a most important detail with which each enumerator should be thoroughly familiar. The enumeration should not be undertaken until both enumerators are well acquainted with the territory that has been assigned to them. Whenever they are not quite clear as to those boundaries, the matter should be discussed at once with the returning officer. Enumerators are warned that the least overlapping will inevitably result in much trouble and confusion, not only to themselves, but also to the enumerators of neighbouring polling divisions and to the candidates or political organizations by whom or by which they have been nominated.

Qualifications and Disqualifications of Electors

It cannot be emphasized too strongly that, before commencing the enumeration, each urban enumerator should thoroughly familiarize himself with the statutory rules on qualifications and disqualifications of electors at a general election, which are set out in paragraphs 9 to 14 of the **Instructions** (Book E). It is extremely important that every enumerator should memorize at least the general rule with regard to the qualifications of electors at a general election which, in effect, is as follows:

Every person, man or woman, is entitled to have his or her name included in the list of electors prepared for the polling division in which he or she was ordinarily resident on the date of the issue of the writ ordering the election, and is entitled to vote in such polling division, if he or she

- (a) is of the full age of twenty-one years or will attain such age on or before polling day at such election;
- (b) is a Canadian citizen or other British subject;

- (c) in the case of a British subject other than a Canadian citizen, has been ordinarily resident in Canada for the twelve months immediately preceding polling day at such election.

That general rule is subject to certain exceptions which are set out in paragraphs 10 to 14 of the Instructions (Book E).

House-to-House Visits

It is absolutely necessary for each pair of enumerators to make house-to-house visits in their polling division to secure the names, addresses, and occupations of the electors entitled to vote therein. The Statute specifically prescribes that the two enumerators must visit **TOGETHER** each dwelling place. It cannot be overstated that in order to comply with the provisions of the Statute and the Instructions (Book E), and to protect the interest of their candidates or political organizations, the two enumerators must make **JOINTLY** their house-to-house visits. In no circumstances should such visits be made individually. The making of individual house-to-house visits is a very reprehensible procedure. When making their house-to-house visits, the enumerators should always

bear in mind that, while they are acting as officials of the Government of Canada, they are also the representatives of the candidates or political organizations who have sponsored their appointment.

Procedure During Visits

Paragraph 6 of the Instructions (Book E) deals with the procedure to be followed during the house-to-house visits. It is extremely important that every subparagraph of the said paragraph 6 be studied carefully by the enumerators before and during their house-to-house visits. The importance of these visits cannot be too strongly stressed since they constitute the enumerators' most important functions. The successful or unsuccessful performance of the enumerators' duties depends almost entirely on the information obtained during such visits. Consequently, enumerators are specially urged to exercise their greatest care in securing all the necessary information. Every dwelling place in the polling division must be visited at least once and, upon being admitted, the enumerators must not leave the dwelling place until they are both satisfied that every qualified elector residing

therein has been duly registered. On each of such visits, the enumerators should not take anything for granted. They should always make sure that the information obtained is complete and accurate in every respect. Every qualified elector in the polling division must be registered and the proper time for making such registration is during such house-to-house visits. Enumerators should bear in mind that, while making their house-to-house visits, they can generally register an elector in a very short time. If a name is missed, however, it will mean several hours of work by either the elector concerned or by someone acting on his behalf to have the necessary registration completed before the revising officer. Unfortunately, such steps will not always be taken and the elector concerned may not be able to vote at the general election. It will not be necessary for the enumerators to contact each elector in order to secure the necessary particulars; generally, these may be obtained from an adult member of the dwelling place who appears to be competent to furnish such information.

Repeated Visits

It may be necessary for the enumerators to make more than one visit to some dwelling places

in order to secure the required information. The experience of previous enumerations has shown that enumerators, who performed their duties in a faultless manner, had to go back several times to some of the dwelling places. Enumerators are urgently requested to make every necessary call, before and after the delivery of notification cards (Form 99), to complete their enumeration properly. In doing so, they will make a worthy contribution to the proper conduct of the general election while rendering invaluable assistance to the candidates or political organizations by whom or by which they have been nominated.

Recording Information Obtained

Paragraph 8 of the Instructions (Book E) deals with the manner in which the information obtained at each dwelling place is to be inserted in the record books. The enumerators are requested to study carefully every subparagraph of the said paragraph 8. The necessity for making correct and legible entries in such record books cannot be too strongly stressed. Enumerators are specially requested in each case to make sure that the Christian names and family name are correctly spelled and that the exact street number

and name, together with the number of the apartment, if any, are duly entered in the record books.

Duration of Enumeration

The period fixed by the Statute for the enumeration of electors at a general election commences on Monday, the 49th day, and ends on Saturday, the 44th day, before polling day. The returning officer will inform the enumerators, by letter, of the exact dates of such Monday and Saturday. Thus, the enumerators are given six clear days to make their house-to-house visits. Enumerators are requested to make the best use of all the time at their disposal to complete their enumeration. Enumerators are warned not to begin their house-to-house visits before the said Monday, even if they receive their appointments and supplies prior to that date. They are also warned not to close their enumeration until the said Saturday. It is a well-known fact that a proper enumeration cannot be accomplished unless the enumerators go over their work several times. Enumerators who cease their inquiries before the said Saturday are remiss in their duties and show a marked indifference towards the candidates or political organizations by whom or by which they have been nominated.

Making Copies of Preliminary Lists

The preparation of copies of the preliminary lists is an operation which must always be done with the greatest possible care. Each pair of enumerators is reminded that the work of preparing their draft list and of making copies of their preliminary list must be done **JOINTLY** and not individually. Generally, the preliminary lists have to be prepared in geographical order, and, in such cases, the enumerators will proceed as directed in paragraphs 15, 16, and 19 of the Instructions (Book E). However, when the returning officer requires that the preliminary list for a given polling division be prepared in alphabetical order, the enumerators will proceed as directed in paragraphs 17, 18, and 19 of the said Instructions. Enumerators are urged to familiarize themselves thoroughly with the above-mentioned paragraphs of the Instructions, in which they are concerned, before beginning the preparation of their draft list and making the necessary number of copies of their preliminary list.

Preliminary Lists Attested on Oath

The Statute prescribes that the copies of the preliminary list for each urban polling division

must be severally sworn by the enumerators before such copies are delivered to the returning officer. This means that the enumerators are required to swear that their preliminary list contains as complete and as correct a list of the qualified electors as they have been able to prepare for their polling division. Needless to say that, throughout the whole period of enumeration, each enumerator should bear in mind he will have to take such oath.

Liability of Enumerators

Severe penalties are prescribed in the Statute for enumerators who fail to discharge their duties properly. It is clearly stipulated that any enumerator who, wilfully and without reasonable excuse, includes in his preliminary list the name of any person which he has not good reason to believe should be included, or omits to include in such list the name of any person whom he has good reason to believe has the right to have his name included, is guilty of a serious offence. In addition, such enumerator becomes liable to the forfeiture of his fees. However, enumerators who perform their duties in a faithful and conscientious manner need not have any fear of those penalty provisions.

How Inaccurate Lists are Detected

The enumerators should always bear in mind that their preliminary lists are subject to several close examinations which are bound to reveal every omission of names or inaccurate entry. In the first place, it is the duty of the returning officer to make a thorough check-up of the preliminary list received from each pair of enumerators. The list is then printed and copies sent by mail to various electors in the applicable polling division. It is thus possible for the electors in the polling division to make a close inspection of the work of the enumerators. Moreover, twenty printed copies of the list for every polling division are furnished to the political organization of every candidate in the field. It is a well-known fact that such organizations always make it a practice to check and recheck each preliminary list. Furthermore, every preliminary list will be closely scrutinized by the revising officer, who is generally the substitute of a prominent local Judge, and who is directed by the Statute to report to the Chief Electoral Officer when it appears to him that a pair of enumerators has wilfully included names of disqualified persons in their preliminary list or wilfully omitted names of qualified electors therefrom. In order to give

effect to that statutory provision, no urban enumerator's account will be paid until after the sittings of the revising officer. In addition, the enumerators are warned that whenever any preliminary list appears to be improperly prepared, the returning officer is directed by the Statute not to certify the enumerators' account and to report any such case to the Chief Electoral Officer.

Penalties Imposed for Padding Preliminary Lists

The attention of enumerators is drawn to some of the penalties imposed upon enumerators who were found guilty of padding their preliminary list with names of disqualified or fictitious persons. In connection with a by-election held a few years ago, four enumerators were fined \$500 each and four enumerators were fined \$100 each; in addition, the fees of 80 enumerators, averaging \$30 each, were directed to be forfeited. In connection with a general election, two enumerators were fined \$200 each and one enumerator was fined \$100; in addition, the fees of those three enumerators, averaging \$50 each, were directed to be forfeited. In connection with another general election, two enumerators were sentenced to jail.

© Crown Copyrights reserved

Available by mail from the Queen's Printer, Ottawa,
and at the following Canadian Government bookshops:

OTTAWA

Daly Building, Corner Mackenzie and Rideau

TORONTO

Mackenzie Building, 36 Adelaide St. East

MONTREAL

Aeterna-Vie Building, 1182 St. Catherine St. West

or through your bookseller

A deposit copy of this publication is also available
for reference in public libraries across Canada

Price 15 cents

Catalogue No. SE4-6412

Price subject to change without notice

3571

2

